

July 9, 2013

**PRE-BID MEETING
FOR
TERMINAL RENOVATIONS PHASE-1
Re-Bid
AT
TRENTON-MERCER COUNTY AIRPORT
EWING, NEW JERSEY**

I. INTRODUCTION

- A. Welcome to the Pre-Bid Meeting for the Terminal Renovations Phase I Re-Bid Contract at Trenton-Mercer County Airport.
- B. Individual attendee introduction and affiliation.
- C. Attendees please fill out name, affiliation, mailing address and phone number on the sign-in sheet for correspondence.
- D. A site visit will be conducted after the meeting.

II. PROJECT DESCRIPTION

- A. Mercer County General Bidding Information
- B. General Description:

General Construction Work, shall include all work shown on the C and A series drawings, unless otherwise noted:

- 1. Selective demolition of walls, doors, finishes, and a handicapped lift.
- 2. Selective demolition and subsequent replacement of the concrete slab as required to route plumbing for new toilets.
- 3. Renovations to the Hold Room and Baggage Area, including walls, doors, storefront framing, and interior finishes.
- 4. Addition of two toilet rooms, including partitions, accessories, acoustical panel ceilings, ceramic tile floors and wainscot.
- 5. Procurement and installation of a refurbished modular building with modifications as shown to serve as a baggage claim area.
- 6. New baggage conveyor.

Plumbing Contract Work, shall include all work shown on the P series drawings and all plumbing work shown on the FP series drawings, unless otherwise noted:

- 1. Connection to existing sanitary and water services to connect new toilets.
- 2. Installation of electric water cooler, water closets, urinals, and lavatories
- 3. Modification to existing fire alarm system as required to accept new rooms

Mechanical Contract Work, shall include all work shown on the M series drawings, unless otherwise noted:

- 1. Installation of Toilet Room exhaust fans

Pre-Bid-1

2. Replacement of air handling unit with an energy efficient unit to provide required heating and cooling to enlarged Hold Room areas.

Electrical Contract Work, shall include all work shown on the E series drawings and all electrical work shown on the FP series drawings, unless otherwise noted:

1. Modification of existing power distribution to accept new layout
2. Modification of existing fire alarm system to accept new layout
3. Replacement of luminaires in Hold Room and Baggage Areas
4. Power/communication connection to modular building located on apron.

C. Special Items:

1. Frontier Airline will suspend service from Monday September 9, thru November 7, 2013, restarting service on November 8, 2013. It is imperative that this project be completed by November 7th. Work will commence within Ten (10) Calendar Days after receipt of written "Notice to Proceed" and be substantially completed within eighty-five (85) calendar days from the receipt of the Notice to Proceed. Liquidated damages in the amount of \$10,000 per calendar day shall be assessed if the project is not completed within the stated time of completion.
2. Work associated with the temporary baggage claim building will require access within the security fence. The Contractor will need to have sufficient personnel cleared for airport access to escort any non-cleared workers.

III. SAFETY AND OPERATIONAL REQUIREMENTS

A. Safety during construction is the No. 1 priority for the protection of the Airport users, employees and the contractors employees. The Contractor is responsible for safety during Construction on Airport Projects.

1. The Contractor is responsible for his employees and for compliance with OSHA standards, rules and regulations.
2. Under no circumstances will the contractor be allowed to travel on or across active airport operating surfaces.

B. Prevention of Foreign Object Damage (FOD) is extremely important as ingestion of material into jet engines and prop-wash will cause extensive damage.

1. Work areas must be kept clean and trash and debris must be placed in appropriate containers.

C. Security

A portion of this project is located within the airport security fence where access is limited to authorized personnel only. Contractor, subcontractor and delivery service personnel requiring access within the security fence shall be required to display an identification badge, issued by the owner, at all times or be escorted by a badged employee of the contractor. Un-badged personnel shall remain within site and verbal range of the escort. An escort may not be responsible for more than five un-badged personnel at any time.

Badge notes:

Employee identification badges. For any contractor and his subcontractors engaged at the Trenton-

Mercer Airport, the following procedures and rates will apply for all regular (full-time or part-time) employees and any vehicles of subcontractors with regard to employee identification badges:

- a minimum of one employee of the contractor, who has received security id display area (SIDA) and airport operations area training and has been badged, must be on the job site and with each work crew at all times when work is being accomplished. This employee shall serve as the escort for the unbadged employees. Unbadged employees must be under direct supervision of the badged escort and shall remain within site and verbal range of the badged individual. Each badge escort shall have no more than 5 employees under his supervision. It shall be the badged employee's responsibility to maintain the required job site security.
- The contractor shall apply for all required badges and training a minimum of 14 calendar days before starting work on the contract. Each applicant will be required to undergo a finger print and background check, SIDA and AOA training, airfield driver training, exam, and radio communication training. The above process and training typically will take approximately a total of 8 hours to complete. It shall be the contractor's responsibility for all time and expenses incurred by the badging and training process. The following fees shall apply to obtain each security badge: 1) finger printing - \$29.00 2) badge application processing - \$30.00 3) lost badge - \$75.
- All badges are the property of the county of mercer. The contractor shall be responsible for accounting for all badges. All badges will be returned to the airport at the end of the project. Final payment (retainage) will not be made to the contractor if any badges are unaccounted for or not returned to the airport.

Required paperwork note:

- The contractor shall complete all required paper work including certifying that they have performed a 5-year background check on all employees. Contractor personnel may be subjected to finger printing as part of the security check process by airport management.
- The contractor shall provide a gate guard to monitor the access gates. The gates shall remain closed and locked whenever they are not attended. The gate guard must be cleared though a background check and hold a current Trenton-Mercer Airport identification badge. No one shall be allowed to enter the secured area unless they have a current identification badge or are escorted by someone who does. The contractor's access shall be through the existing security fence, it is the contractor's responsibility to secure the site nightly, to the satisfaction of airport operations and maintenance personnel, prior to the contractor leaving the site.

The contractor shall:

- Provide a daily list of each employee or subcontractor employee who will be on site that day including his or her full name and social security number.
- Provide a daily list of vehicles requiring access within the fenced portion of the airport, including the make, model, license plate number, owner and owners address.

In general, security in the construction area is the responsibility of the contractor.

The contractor shall be responsible for maintaining security at all access gates used during the project and will be held liable by the owner for any breach of security. No gate or fence shall be left open. The contractor shall be required to post a guard at the gate to open and close the gate for personnel and equipment. No gate shall be left open. Guard shall be responsible for ensuring that no unauthorized persons or vehicles enter the secure area.

Pre-Bid-3

The contractor shall be required to maintain security and comply with the airport security plan and the transportation security administration security rules and regulations throughout the duration of the project. The contractor and the surety shall indemnify and save harmless the owner, engineer and third party or political subdivision from any and all breaches of security and shall indemnify the owner for any fines, expenses and damages which it may be obliged to pay by reason of any breach of security resulting from the contractor's actions at any time during the prosecution of the work. Such breaches of security are subject to fines by the transportation security administration of up to ten thousand dollars (\$10,000) per incident."

IV. LABOR REQUIREMENTS

- A. Contractor must pay prevailing wage rate as a minimum in accordance with the current State Wage Rate Schedules.

VI. ADDENDA

A. No interpretation of the meaning of the Contract Documents, Contract Drawings or other portions of the Contract will be made orally. Every request for such interpretation must be in writing to Mercer County, Ms. Marcella Covello, Purchasing Agent via fax at (609) 989-6733 or emailed to mcovello@mercercounty.org and to be given consideration, **must be received before 4:00 PM July 9, 2013.** Any and all revisions, interpretations, or supplemental instructions will be in the form of written addenda to the Contract Documents which, if issued, will be sent by certified mail, return receipt requested, or by certified facsimile transmission (meaning that sender's facsimile machine produces a receipt showing the date and time of transmission and that the transmission was successful), or by a delivery service that provides certification of delivery to the sender, to each of the persons who has received a bid package, at the respective addresses furnished for such purpose by **July 10, 2013.** Failure of any bidder to receive any such addenda shall not relieve the bidder from any obligation under such addenda. All addenda so issued shall become part of the Contract Documents. If any addenda materially change the solicitation, the Owner may postpone the date for the opening of bids.

VII. QUESTIONS & GENERAL DISCUSSION

- A. Bids are due on **July 19, 2013 at 11:00 A.M.**
- B. Items which have been identified for an Addendum are as follows: